

MONETARY CHAIN OF CUSTODY**FACILITY:** _____**DATE:** _____

Funds Disbursed					Funds Received				
NAME	SIGNATURE	DATE/ TIME	AMOUNT	SEAL /BAG NUMBER	NAME	SIGNATURE	DATE/ TIME	AMOUNT	SEAL/ BAG NUMBER

The individuals above certify that the funds given and received were counted and verified by both parties. Both parties observed are in agreement to the amount of money contained in the money box or bag at the time of disbursement. If applicable, upon return to fiscal staff, all funds received for goods/items sold are accounted for, and the funds for those items are contained in the money box/bag at the time of surrender. Any discrepancies shall be reported to the Unit Head in accordance with Youth Service Policy A.3.11, Financial and Property Loss Prevention Program, which includes the completion and submission of an Unusual Occurrence Report at the time that the discrepancies are discovered by all parties involved.